Trustee Report Events

The following instructions will demonstrate the steps to follow in filing a Trustee Report Event. Although the example in this module specifically shows the *Final Report and Account - Chapter 12 and 13*. The same steps would be followed for other reports. **Note: This event can be docketed using the Batch Filings event. Please refer to the Batch Filing section of the manual for instruction**.

Final Report and Account - Chapter 12 and 13

- STEP 1 Click the <u>Bankruptcy</u> hypertext link on the CM/ECF main menu.
- STEP 2 The Bankruptcy Events screen displays.
 - ◆ Click the Trustee/US Trustee hypertext link.
- STEP 3 The Case Number screen displays.
 - Enter the complete case number (office code-yy-bk-nnnnn)
 - ◆ Click [Next] to continue.
- STEP 4 The Event Type screen displays. (See Figure 1)

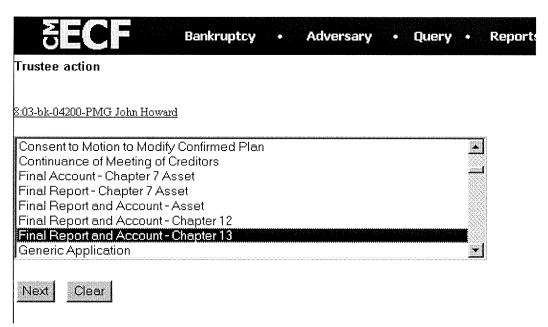


Figure 1

- Verify the case number and case name.
- ♦ If the case number and name do not match your document, click the browser [Back] button to re-enter the case number.

Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- ◆ Use the down arrow ▼ to the right of the box to scroll through the Event Type list to select the document to be filed. Highlight *Final Report & Account Chapter 12 or Chapter 13*.
- Click [Next] to continue.

STEP 5 The Select the Party screen displays.

- Click to highlight the name of the Trustee filing the response.
- Click [Next] to continue.

STEP 6 The PDF Document Selection screen displays.

- Click [Browse], then navigate to the directory where the appropriate PDF file is located. View the image of all pages before associating it with the docket entry to verify that you have chosen the correct file. To view the image, right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat. If you are satisfied that you have associated the correct image then minimize the Adobe window, click the open button and the PDF file is then associated with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).
- Click [Next] to continue.

STEP 7 The Trustee Action screen displays. (See Figure 2)

Trustee action:
8:03-bk-04200-PMG John Howard
WARNING: IF THE CASE HAS BEEN CONVERTED TO CHAPTER 7, DELETE THE DATE IN THE CASE READY FOR CLOSING BOX.
Case Ready for Closing: 07/30/2003
Next Clear

Figure 2

♦ The Case Ready for Closing date will display in the box

STEP 8 The Docket Text screen displays. (See Figure 3)

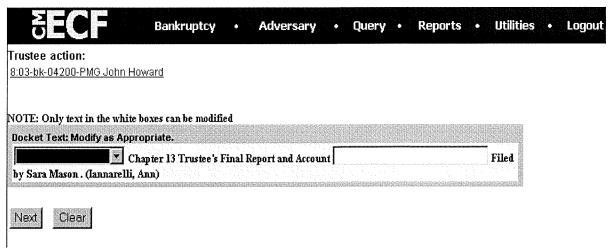


Figure 3

A prefix box is available to add more detail to the docket text if required.

Click the down arrow ▼ to display the prefix options. Options to choose from are:

[none]
addendum to
Agreed
Alias
Amended
Amendment to
Certified

Corrective Cross Emergency Ex Parte Expedited Fifth Final First First Amended Fourth Fourth Amended Interim Intervenor's Joint Limited Omnibus Opposition Pluries Pretrial Proposed Sealed Second Second Amended Sixth Status Supplemental Supporting Third Third Party Third Amended Trial Unilateral Verified

- ♦ Verify the Final Docket Text.
- Click [Next] to continue.

STEP 9 The Final Approval screen displays. (See Figure 4)

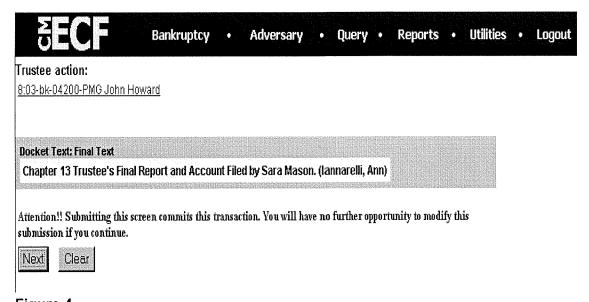


Figure 4

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is <u>correct</u>:
 - Click [Next] to continue and officially submit the document.
- If the Final Docket Text is incorrect:
 - Click the browser [Back] button to find the error(s) and proceed with the event.
 - To abort the event and begin again, return to **Step 1**.

STEP 10 The Notice of Electronic Filing screen displays.

- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the docket report for this case.
- Clicking on the document number hypertext link will present the PDF image of the document just filed.
- ◆ To print a copy of this notice click the browser [Print] icon.
- To save a copy of this notice, click [File] on the browser menu bar and select Save Frame As.
- ♦ You may also save the notice through the browser **File/Save** option.